

OFFICE OF THE CHIEF OF POLICE

September 3, 2020

NOTICE

1.10

TO: All Department Personnel

FROM: Chief of Police

SUBJECT: DONATION COORDINATOR – ESTABLISHED

The purpose of this Notice is to establish Donation Coordinators (DC) within Department entities. Effective immediately, commanding officers (CO) may designate a DC, as deemed necessary by each respective entity.

PROCEDURE:

- I. DONATION COORDINATOR – ESTABLISHED.** The DC will be the point of contact/subject matter expert for all donation-related matters and shall be designated at or above the sworn rank of a Sergeant I or civilian equivalent. This position shall be an ancillary duty.

Note: Donation Coordinators shall refer to Department Manual Section 1/270.21, *Donated Ticket(s) and Pass(es) – Procedures*, when the items being donated are tickets or passes.

II. DONATION COORDINATOR RESPONSIBILITIES.

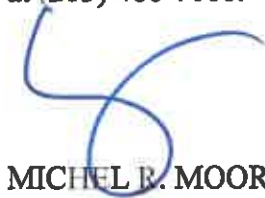
- Maintain regular communication with Area/division training coordinators and the Community Relations Office regarding any donation concerns;
- Ensure all donations under his or her purview are reviewed and in accordance with Department policy (Department Manual Sections 3/350.20 and 3/350.30), prior to being submitted to the CO;
- Attend meetings with Administrative Services Bureau (ASB) as needed;
- Meet with the CO to discuss any donation-related issues; and,
- Monitor the ASB LAN page weekly for updated information, as it relates to donations.

- III. ADMINISTRATIVE SERVICES BUREAU RESPONSIBILITIES.** Administrative Services Bureau will be responsible for scheduling and notifying DCs of upcoming training as deemed necessary.

IV. COMMANDING OFFICER'S RESPONSIBILITIES. Commanding officers with a designated DC shall:

- Establish a procedure for the DC to receive and address request for donations;
- Review and ensure compliance with Department policy, before submitting to ASB; and,
- Notify ASB of the assigned and/or revised personnel assigned to the DC position.

If you have any questions regarding this Notice, please contact Administrative Services Bureau, at (213) 486-7060.



MICHEL R. MOORE
Chief of Police

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